



# Longview Independent School District

## JOB DESCRIPTION TEACHER – VOCATIONAL ADJUSTMENT

<b>JOB TITLE:</b>	Teacher – Vocational Adjustment	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

The primary purpose is to provide opportunities for each student to develop independent behavior and self-advocacy through vocational and employability skills instruction; to provide special education and related services and appropriate learning activities and experiences that are designed to develop student potential for intellectual, emotional, vocational and social growth. The goal is to enable the student to develop competencies and skills to function successfully on the job and in the community.

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

#### Special Knowledge/Skills:

- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

#### Minimum Experience:

At least three years of teaching experience grades (K-2), as demonstrated by data

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as a member of the ARD committee when initial or continued participation in the VAC program is being considered for a student



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

2. Complete all required forms and documents relating to vocational training and maintain confidentiality of specific student information in compliance with state, federal and local guidelines
3. Instruct students in vocational and employability skills, which includes appropriate work-related attitudes, habits, behavior, dress and communication skills necessary to obtain and maintain employment
4. Participate in the vocational evaluation process and write appraisal reports for vocational evaluations
5. Assist in determining work readiness, abilities, interests and preferences
6. Collaborate with colleagues and other service providers in the implementation of vocational goals and objectives for VAC students and building employability for students
7. Assist in the development of community based vocational (CBV) training sites as requested
8. Collect weekly schedule for students and job sites; maintain a regular schedule of direct involvement with the student in the implementation of the student's IEP, including progress toward postsecondary goals
9. Make weekly visits to students new on the job and monthly visits to those who have maintained employment and keep documentation
10. Track any deviation of student schedule or absences
11. Participate in the development and implementation of the IEP, including the development of measurable instructional goals and objectives, utilizing information from transition information
12. Collaborate with district Transition Facilitator to ensure consistency across district
13. Provide opportunities for the student to develop independent behavior and self-advocacy
14. Keep informed about new state and federal guidelines and policies
15. Comply with all district and campus routines and regulations



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

16. Attend and participate in designated meetings
17. Compile, maintain and file all reports, records, and other documents required; maintain confidentiality of all required reports
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Supervise assigned teacher aide(s) as required

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Texas Teacher Evaluation and Support System (T-TESS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: April, 2017